



County of San Diego

GARY W. ERBECK
DIRECTOR

DEPARTMENT OF ENVIRONMENTAL HEALTH FOOD AND HOUSING DIVISION

P.O. BOX 129261, SAN DIEGO, CA 92112-9261
(619) 338-2222 FAX (619) 338-2377
1-800-253-9933

RICHARD HAAS
ASSISTANT DIRECTOR

TEMPORARY FOOD FACILITY SPONSOR APPLICATION PACKET

In accordance with the Health and Safety Code, Section 114314 a temporary food facility permit is required of the person or organization that is in control of a community event at which one or more temporary food facility operates.

Attached are instructions for event sponsors and for food vendors to follow in applying for temporary food event occurring in San Diego County. The information should be read carefully and the forms must be completed before submitting them to the nearest Environmental Health Office for processing.

Who must have a permit? Any person (or organization) intending to sell, give away or sample food to the public in conjunction with an event (California Retail Food Facilities Law 113895). Examples of a temporary event (special event) include street fairs and festivals, musical and artistic presentations, sports events, ethnic celebrations, trade shows and product introductions involving food. This applies to **all** retail food and beverage, including: soft drinks, portable bars, beer gardens, etc.

Permit fees are required of all event sponsors and vendors (non-profits see attachment). The fees vary according to the permit type. The Fee for the Event Sponsor is \$100 per event (1-3 days). There is a late submittal fee of \$50 if the application is not received 14 days prior to the event (**non-profit organizations are not exempt from these penalties**).

Event sponsors are responsible to ensure the availability of support facilities for the food vendors, including access to a safe water supply, a 3-compartment sink with hot/cold running water, trash and wastewater disposal service, and restrooms. Vendors found operating without valid permits will be closed until the fees are paid to the event organizer. All Vendors selling unpackaged foods must operate from an enclosed booth with a hand-washing station (see sample diagram in this packet).

Please allow 30 days to process the applications for most events. The Event Sponsors are the key contact person for our department and are held responsible for vendor compliance with the applicable regulations.

Please let us know if there are any questions. (619) 338-2379

Thanks for your cooperation and we hope you have a successful event.



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338 Via Vera Cruz, Suite 201
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(760) 471-0730
Hrs. 8am to 4pm M-F

200 E. Main, 6th Floor
El Cajon, CA 92020
(619) 441-4030
Hrs. 8am to 4pm M-F

1255 Imperial Ave. 3rd Floor
San Diego, CA 92101 (619)
338-2222 Hrs. 8am
to 5pm M-F

EVENT ORGANIZER/SPONSOR RESPONSIBILITIES

1. Work closely with the Department of Environmental Health to assure a safe and successful event.
2. Be familiar with your vendor operations and temporary food event rules and guidelines.
3. Provide the Department (**must be submitted 30 days prior to the event**) with the following:
 - a. Completed Temporary Food Facility Organizer/Sponsor Application
 - b. Food Vendor List which should include:
 - 1) Booth name(s)
 - 2) Name, address, and phone number of person in charge of booth
 - 3) Food/menu items
 - c. SITE MAP which should include the location of:
 - 1) Each food booth
 - 2) Potable and non-potable water supply
 - 3) Waste water disposal
 - 4) Trash Dumpsters
 - 5) Refrigerated trucks (if any)
 - 6) utensils washing sinks (three (3) compartment type)
 - 7) Restrooms within 200 feet of food booths
4. Provide all food booth vendors with TEMPORARY FOOD FACILITIES APPLICATIONS, stressing the need to return applications to this Department no later than 30 days prior to the event.
5. Permit application not received within 14 days of the event will be considered past due and a penalty fee will be assessed. Food vendors without valid permits will not be allowed to operate.

TEMPORARY FOOD FACILITY ORGANIZER/SPONSOR APPLICATION

1. Name of Event: _____ Date(s): _____
2. Location: _____
3. Time of Event Setup: _____ Event Operation: _____
4. Event Coordinator Name: _____ Phone: _____
- Address: _____

5. Number of food booths expected to participate: ____
6. Have all food vendors have been advised of the Health Dept requirements for participating in this event?
☐ Yes ☐ No _____ (initials)

7. Will there be a Certified Farmers Market associated with this event? ☐ Yes ☐ No

8. Will there be a planning meeting for food booth participants? ☐ Yes ☐ No

If yes, Date _____ Time _____ Location _____

9. Will electricity be provided for the food booths? ☐ Yes ☐ No

If yes, what is the source? Public Utility ☐ Generator(s) ☐

10. Will equipment/utensil washing facilities be provided for food booth operators? ☐ Yes ☐ No

If yes, where are they located? _____

If no, you must communicate the necessity for each vendor to provide equipment utensil washing facilities?

I understand. _____ (initials)

11. Are restroom facilities within 200 feet? ☐ Yes ☐ No

12. Drinking water source: ☐ Public Water Supply ☐ Approved Private/Well Water

13. How will waste water be disposed ☐ Public Sewer ☐ other _____

14. Describe garbage/trash disposal (including frequency of pick-up): _____

15. Will there be animal rides provided? ☐ Yes ☐ No. If so, they must be located at least 20 feet away from food booths or as otherwise directed by the department inspector.

Fee Schedule:	Make checks payable to: County of San Diego	Computation of Fees
<u>Prepackaged/nonperishable</u>	\$100 - per event (1-3 days) - single event	Fee _____
	\$400 - more than one event /yearly	
<u>Late registration Fee</u>	\$50 (less than 14 days prior to event)	Fee _____
		Total Amount Due _____

Applicant/Sponsor Signature _____

(Date)

Dept Approval Signature _____

(Date)

Food Vendor List

Event: _____ Coordinator/Sponsor: _____ Ph#: _____

Date(s) of Event: _____ Location: _____

<i>NAME OF BOOTH</i>	<i>PERSON-IN-CHARGE</i> <i>Name – Tel.#</i> <i>Mailing Address</i>	<i>FOOD TYPE</i> <i>Pre-Packaged or Open Food Prep</i> <i>Major Menu Items</i>	<i>BUSINESS TYPE</i> <i>Non-Profit or Licensed Business</i> <i>Name of Permitted Est.</i>

(PLEASE MAKE ADDITIONAL COPIES AS NEEDED)



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TEMPORARY FOOD FACILITY - EVENT PERMIT INSTRUCTIONS TO FOOD VENDORS

BACKGROUND: The California Health and Safety Code, Sec. 113920 requires a Temporary Food Facility Permit of any person or organization that is selling food at a public event. Therefore, all food vendors, including existing restaurants, are required to apply for a temporary event permit. Temporary events are limited to no more than 25 days in a 90-day period.

TO APPLY: NEW PERMITS

1. Submit a completed "Temporary Food Service Application" and the "Application for Temporary Food Facility Permit". Make checks payable to the 'County of San Diego'.
2. Return or mail completed forms and fees to Department of Environmental Health (DEH).

Upon approval of your application, your Temporary Event "Health Permit" will be processed and issued by the Environmental Health Specialist on the day of the event or provided to your Event Organizer/Sponsor.

If you have any questions regarding these instructions, please call the Special Events Coordinator at (619) 338-2379.

EXISTING PERMIT HOLDERS

If you already have a valid "Temporary Food Facility Permit" issued by this department, please do the following:

1. Make a photocopy of your Temporary Permit and give it to the event sponsor.
2. At the event, post your Temporary Event Health Permit.

NON-PROFIT CHARITABLE ORGANIZATIONS

1. Follow Instructions #1 - 5 only. A permit fee is not required for certified non-profit organizations, but a late fee will be required if submitted less than 2 weeks before the event.
2. Submit proof of nonprofit status: IRS 501 (c)(3).

MOBILE FOOD VENDORS

1. Permitted mobile food vendors may participate in Temporary Events without additional permit.
2. Make photocopy of current permit and return it to the event sponsor.

TEMPORARY FOOD FACILITY APPLICATION

1. ORGANIZATION/LICENSE: _____ Phone: _____

Address: _____

If non-profit, IRS Exempt Registration # _____. A copy of the 501(c)(3) letter is to be included with application form.

Person in charge of booth: _____ Phone: _____

2. EVENT: _____ Location: _____

Event Dates: _____ Hours: _____

Event Coordinator: _____ Phone: _____

3. MENU (List all food items, including toppings and beverages):

Food Item	How Served		Made to Order		Off-site Prep		On-site Prep		Describe Preparation Method
	Hot	Cold	Yes	No	Yes	No	Yes	No	

****HOME-PREPARED FOODS ARE NOT ALLOWED.** If your organization does not have its own kitchen facility, you must obtain permission to use a kitchen facility which has been approved by the local Department of Environmental Health or obtain prepared foods from an approved source. For non-profit/exempt businesses, non-perishable bakery items are exempted from this restriction.

4. KITCHEN FACILITY: Name of site used: _____

Address: _____ Phone: _____

Specific times and dates of use (include prep): _____

TO BE COMPLETED BY OPERATOR OFFERING USE OF KITCHEN FACILITY

I hereby allow _____ to use my kitchen facility for the preparation and storage of food, sanitation and equipment. The kitchen may be used on the following dates and times:

Signature of Kitchen Facility Operator

Phone

UTENSIL WASHING FACILITIES

Utensil washing and food storage sites if different than above:

Utensil washing: _____ Food storage: _____

5. TEMPERATURE CONTROL

How will you provide temperature control in the booth?

- a) Cold-holding devices (i.e., refrigerator, freezer, ice chest) must be capable of holding food 45°F or below. Describe: _____
- b) Rapid reheating/cooking devices (i.e., oven, grill, microwave) must be capable of reheating food to 165°F within 60 minutes. Steam tables, heat lamps, and crock-pots are not designed as rapid reheating units. Describe: _____
- c) Hot-holding devices (i.e., steam table, heat lamp) must be capable of holding food above 140°F. Describe: _____
- d) How will you provide temperature control during transport to the event?
Describe: _____

*Metal stem thermometers for checking internal food temperatures are required in all booths.

- 6. HAND WASHING FACILITIES - must be provided in each booth. An insulated container with a spigot, pump soap, paper towels and a container to catch splash and dirty water is recommended. Contact this office for alternate methods. Describe: _____
- 7. How will you dispose of your GARBAGE? _____
- 8. Where will you get your POTABLE WATER? _____
- 9. How will you dispose of your WASTE WATER? _____
- 10. Where are the RESTROOMS located? _____
- 11. Describe booth: Floor: _____ Roof: _____
(Floors must be smooth and cleanable. Carpeting is not allowed.)
Sides: _____ (required for most booths)
- 12. Application must be returned at least 15 days prior to event. Once the application is approved, no changes can be without approval by the Department of Environment Health. Unauthorized changes may result in denial or revocation of your temporary food facility license.

For safe food processing, a minimum of one person per booth must have a certificate of food safety training. Who are the persons that will be present? Food Handler Training Certificates or Food Safety Certificate Holders present? _____

Failure to complete any portion of this application may result in denial of a permit and there will be no approval to operate.

(For Office Use)

Application approved: Yes ☐ No ☐

Comments: _____ Specialist: _____ Date: _____



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APPLICATION FOR TEMPORARY FOOD FACILITY PERMIT

Owner/operator name (Please Print)

First Middle Last Phone

Mailing Address _____
Number Street Name City Zip

Name of Food Booth/Organization _____

Name & Location of Special Event _____ Date of Event _____

Type of Booth:

100 % Prepackaged
☐

Unpackaged Foods
☐

Mobile Food Prep Vehicle
☐

Permitted Vehicle
☐

Fee Schedule: Make checks payable to: **'County of San Diego'**

Computation of Fees
of Booths _____

Nonperishable/prepackaged
Yearly \$55 (1-3 days) – single event only
\$200 - more than one event/annual

Basic Fee _____

Perishable/unpackaged
Yearly \$100 (1-3 days) - single event only
\$400 - more than one event

Basic Fee _____

Late Fee \$30 or \$50 (if less than 14 days prior to event)

Late Fee _____

Total Amount Due _____

I declare under penalty of perjury that to the best of my knowledge and belief, the statements made herein are correct and true. I hereby consent to all necessary inspections made pursuant to law and incidental to the issuance of this permit and the operation of this business.

Signature _____ Date _____

FOOD VENDOR GUIDELINES

Attached is information concerning the operation of food booths at temporary events held within San Diego County.

Temporary events include parades, street fairs, and festivals. It is the County's responsibility to regulate the food sold at these events because if this food is not prepared and handled in a sanitary manner, the public's health may be at risk.

Permit fees are required of all event vendors (non-profits see attachment). The fees vary according to the permit type. There is a late submittal fee of \$30 for pre-packaged booths and \$50 for unpackaged booths if the application is not received 14 days prior to the event. **Non-profit** booths are **not exempt** from this penalty.

The following safe food handling guidelines have been developed to protect the public health. You are required to apply for a Health Permit to operate your business and to obtain Food Handler Training. Certificates are required for at least one person per booth where there is open/unpackaged food.

Please read the information and determine how it may affect your plans. If you have any questions, please call the area Environmental Health Specialist at the number listed in the enclosed packet.

Where to Apply for your Health Permit:

Plan to submit applications 30 days prior to the event, penalties will be assessed if submitted less than 14 days prior to the event. You may submit applications at any one of the following San Diego County, Department of Environmental Health offices listed below:

East County Area Office

200 E. Main St., 6th Flr
El Cajon, CA 92020
(619) 441-4030

North County Area Office

338 Via Vera Cruz, Suite 201
San Marcos, CA 92069
(760) 471-0730

Central Area Office

1255 Imperial Ave., 3rd Fl.
San Diego, CA 92101
(619) 338-2222

Submittal hours for East County and North County offices: 8:00 a.m. - 12:00 noon & 1:00 - 3:30 p.m. Central office hours: 8:00 a.m. - 5:00 p.m.

QUESTIONS:

If you have any questions, call (619) 338-2379 or send e-mail to fhduyeh@sdcounty.ca.gov

FOOD SAFETY GUIDELINES

Proper temperature control shall be provided for all perishable (potentially hazardous) foods. These foods are made in whole or part with milk products, eggs, meat, poultry, fish, or shellfish. It also includes such products as cream pies, custards, potato salads, and meat salads (tuna, chicken, etc.). It is important that such foods be kept cold.

Provide an accurate probe thermometer to check food temperatures. COLD Foods shall be kept at or below 45°F and HOT foods at or above 140°F. Keeping foods at these temperatures will require special equipment such as refrigerators, coolers, steam tables, chafing dishes etc.

FOOD PROTECTION ISSUES

1. All food preparation, and serving shall take place inside a food booth, unless specifically approved by this division. You may use a permitted off-site facility for preparation
2. **Food items prepared or stored at home are prohibited. Except for some non-perishable bakery items prepared by non-profit organizations.**
3. Deep fat fryers, grills, etc. may require fire retardant screened areas according to the fire codes. Check with your local fire department for information. Barbequing is the only 'outside' cooking allowed.
4. Food preparation surfaces must be smooth, easy to clean, and non-absorbent (such as approved commercial cutting boards made of hard plastic or wood).
5. Prepared food shall be shielded from customer contamination with sneeze guards or covers. No open food shall be displayed/exposed in the front area of booth.
6. Hot food shall be discarded or donated to charity at the end of the day. Cold food can be used the next day if stored at 41°F or below. Otherwise, discard after 12 hours.
7. All food, beverages and utensils must be protected from contamination. Store a minimum of 6" off floor.
8. All toxic materials (cleaning items, chemicals) must be separated from food storage and preparation.
9. **Contact fire and building departments** for other restrictions on types of cooking equipment allowed inside booth.

CONDIMENTS

Condiment containers (ketchup, mustard, onions, relish) shall be a pump type, squeeze container, or have covers/lids to protect the contents. Single service packets are recommended.



ICE to be used for drinks must be protected from contamination. Store ice off the ground and away from contaminants. Ice used for refrigeration of **must not be used** for drinks.

BARBECUE

All barbecue units used to prepare food that will be served to the public **must be** part of an approved food booth. No Barbecues are allowed to operate in conjunction with a pushcart. All barbecues **must** use fuels approved by the Fire Department. **Contact fire and building departments** for other restrictions. Safe customer distances must be maintained from all hot equipment.

1. Barbecues are allowed for cooking foods only, if further processing is to be done (slicing, portioning, etc.) must be done inside the booth enclosure.
2. All barbecues **must** have a **cooking surface and cover** that is cleanable and customer access to the cooking area must be restricted for safety reasons.

FOOD HANDLER GUIDELINES

Safe food handling methods **must be followed at all times**. Avoid unnecessary direct handling of food, use utensils whenever possible.. There must be a Food Handler certificate holder present at all times.

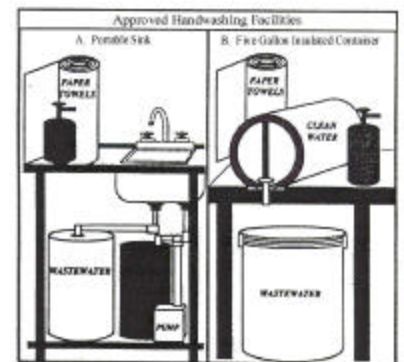
Annual permitted vendors are required to submit proof of valid foodhandler certificate when applying for permit.

Eating is not allowed inside a food preparation booth.

Smoking is **prohibited** in food booths.

HAND WASHING FACILITIES IN FOOD BOOTHS

PROVIDE a minimum five (5) **gallon insulated water container** inside the food booth, with a dispensing valve (that will leave hands free for washing) and a **wastewater container** (equal size or larger). A **portable sink** with a wastewater container holding tank is **preferred**. Also provide a soap dispenser and paper towels for HAND WASHING. A handwashing facility with warm running water shall be provided **in each food booth**.

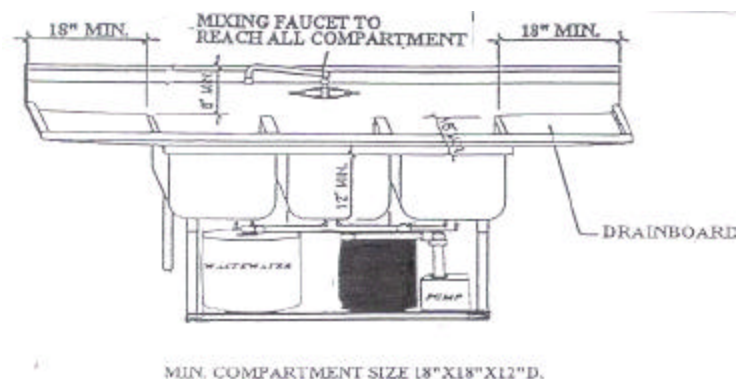


UTENSIL WASHING FACILITY

Booths that prepare food must have access to a stainless steel utensil sink with three compartments and integral drain boards for cleaning equipment, utensils, and for general cleaning purposes. *. The first compartment shall hold soapy water, the second shall hold rinse water, and the third shall hold a sanitizing water solution (i.e. 100 ppm chlorine). Other utensil cleaning methods may include the use of 3 clean buckets of the same solutions.

Alternates could be: a centralized approved 3-compartment sink within a Health permitted establishment or booth within 200 feet of food booths, an approved mobile preparation unit (hot food truck) that is within 200 feet of food booths, or as otherwise approved by the Department of Environmental Health (DEH).

* please limit to no more than four food booths per sink



WATER SUPPLY AND WASTE DISPOSAL

- An approved toilet facility must be within 200 feet of the booth.
- The water supply to all sinks for food preparation and utensil washing must be from an approved, potable source provided under pressure via a mixing faucet. Each sink must have hot and cold running water.
- At least 20 gallons of clean potable water shall be available per food booth per day of operation. Potable water supply shall be protected with a backflow protection device.
- The liquid waste must drain to sewer or by means approved by DEH and the local utility department. No wastewater is to go to ground or storm drains.
- If waste tanks are used, tanks shall have a minimum capacity that is 50% greater than the potable water tank.
- There must be sufficient trash and garbage containers for each booth and for the public eating areas. The containers must be rodent and fly-proof and be kept clean.

DESIGN OF BOOTHS

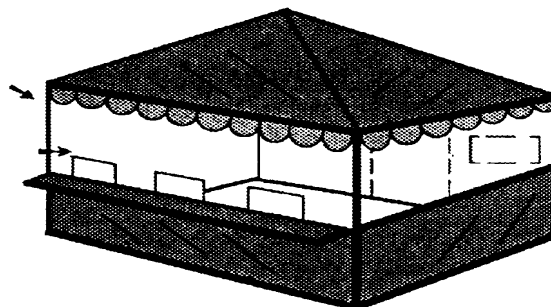
In food booths **dispensing prepackaged foods and pre-mix sodas**, the floor must be cleanable (pavement is acceptable), with overhead protection [such as a canopy].

In booths where food is **prepared, assembled or processed**, booth must be entirely enclosed with four (4) complete sides, overhead protection [such as a canopy], and a cleanable floor (pavement is acceptable).

1. Booths operating on grass or dirt **must use** plywood, tarp or similar material, for floor surface.
2. Doors and food service openings should **close tightly** to prevent insects and rodents from entering the food preparation area. Food service windows not to exceed 216 sq. inches and should be covered when not in use.
3. Food operations that have adjoining B-B-Q (barbecue) units should have a pass through window or door at rear or side of booth.
4. **SIGNS** – Please provide a legible sign **clearly visible to patrons** with name, address, and telephone number of the owner, operator, permittee or business. The name shall be in 3" letters (minimum) with strokes 3/8" wide. Address and telephone number 1" minimum in height.

TYPICAL BOOTH DESIGN

Clear PLASTIC or light colored screening on sides and 12"x18" Food Service Openings



Construction materials, such as plywood, canvas, plastic, and fine mesh screening may be used if approved by DEH.